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**Short-term Rental Taskforce Meeting
Port Royal Town Hall, 700 Paris Avenue**

August 8, 2024

Short-term Rental Taskforce Members: Wendy Zara, Debbie Ball, Megan LaFountain and Barbara Berry

Absent: David Fletcher

In attendance: Town Manager Van Willis and Town Clerk Lisa Graham

The meeting was called to order at 4:00 PM.

The minutes from the July 25, 2024 meeting were approved.

Members agreed to several changes. The requirement to display emergency contact information, including the police non-emergency number and a diagram of exit routes in the unit, will be removed from the Rental Rules section of the 2019 Draft Ordinance due to redundancy, as this information is already covered by the safety inspection needed for obtaining a business license for short-term rentals. Additionally, Section A (vii) will be revised to state: "Prohibit large gatherings of 25 or more, such as weddings and reunions." The phrase "Compliance with the Town's Parking Ordinance" will be added to Section A.

In Section B, Property Management Plan, the first sentence, "A property management plan shall be developed and approved by the town administrator," will be removed as it is considered implicit.

Section D, Monitored Fire Alarm, will be removed, and requirements for interconnected smoke alarms and carbon monoxide detectors will be added to the safety inspection checklist.

For Section F, Safety Inspection and Licensing, the following will be added: "If a short-term rental is located on a boat, it must provide documentation of a completed Coast Guard Auxiliary Safety Vessel Check. The Vessel Safety Check can be arranged at <http://www.cgaux.org/vsc>."

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Clarification in Section H, Unlicensed Units, will include a disclaimer about fines and the appeal process once the ordinance is codified.

The decision on whether a permit can be transferred to another property owned by the permit holder will be deferred until a map from the rental management software can be reviewed at the August 15th meeting.

The meeting adjourned at 5:05 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Lisa Graham', written over a horizontal line.

Lisa Graham
Town Clerk

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